

CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, Oct. 26, 2021

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- User Group meeting materials are posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

• SR Summary and Trend Report

- Reviewed the *CAPPS HR/Payroll Summary and Trend Report 10-26-2021* document.
 - In September, there were 662 active SRs with 73 in high priority status.
 - As shown on the trend chart, there were 874 SRs opened and 953 closed.
 - In September, many of the tickets were from the new fiscal year payroll SRs. September also set a new record for the closure of many agency SRs.

• Governance Approved Enhancements

- The *CAPPS HR/Payroll Governance Approved SRs 10-26-2021* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and are bolded.
 - SR 23162 is for the PM module and is in effort to provide an approval workflow for smaller agencies without second level managers to approve. It is now in UAT.

• Required Maintenance

- Reviewed the *CAPPS HR/Payroll Required Maintenance 10-26-2021* document. Updates since the last meeting are identified with an asterisk (*) and are bolded.
 - SR 8995 was for the FMLA report to reflect those who has exceeded the frequency using intermittent leave for FMLA. This ticket has been closed per agency's request to handle it internally.
 - SR 20334 was completed in September and is now live in production. This ticket was an implementation of the Notice of Change (NOC) process for CAPPS.
 - SR 22566 and SR 22567 were for the *Taxable Gross Audit* and FTE reports relating to FFCRA which has ended as of Sept. 30.
 - SR 27480 was for the replacement of the TINS report being replaced with the CAPPS *Direct Deposit Audit* report and worked in conjunction with SR 20334. The ticket is Completed and went into Production on Sept. 16.
 - SR 29407 is closed and will be cared for as part of SR 28677 to fix the #submissions from measure to completed in reports.
 - SR 31175 adds consent verbiage in ESS for organizational authorization. This ticket is in work and UAT starts Nov. 8.
 - SR 31177 creates a statewide reconciliation report for organizational authorization. This ticket is now in work and Statewide Testing begins on Nov. 8.

III. Upcoming Vote: SRs Submitted to Governance (Rebecca Kelly, Shelly Wilder and Mohan)

- Reviewed the *CAPPS HR/Payroll SRs Submitted to Governance 10/26/2021* document.
- SR 13975 adds history tracking in several fields of the job submission and general candidate profile in CAPPS of the recruiting system.
- SR 30574 is recommended for an approval vote by the CAPPS support team. This ticket is to add the start date to the candidate selection workflow report.
- SR 7045 requests a “waive” selection be added to the rating scale of the firearms qualifications section of the Certified Peace Officer tab of the CAPPS Employee Profile component.
- SR 2114 is recommended for an approval vote by the CAPPS support team. This ticket is a request to provide access to the time and labor section in CAPPS expanding access to terminated users to leave summaries.

IV. Project Update: HR/Payroll Fiscal 2022 Agency Deployment Dashboard (Karl Thomason)

- Reviewed the *CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard 10-26-2021* document.
- There is a code move date of July 7, 2022, and an implementation date of July 11, 2021. There will be ten deploying agencies.
- Key items:
 - Discovery/Gap Analysis continues.
 - Phase 1 FDD walk throughs has been completed.
 - Configuration Prototyping is in progress
 - Preparations for the IT Packet review meeting is underway.

V. Project Update: Recruit Fiscal 2022 Deployment Dashboard (Diana Urban)

- Reviewed the *CAPPS Fiscal 2022 Recruit Agency Deployment Project Dashboard 10-26-2021* document.
- Three new agencies will onboard the Recruit module in Fiscal 2022. Implementation date is April 20, 2022.
- Two current agencies already using the Recruit module are also adding the Onboarding:
 - On Sept. 30, 2022, the Texas Department of Insurance (TDI) will go live with the Onboarding module.
 - In November of 2022, the Texas Military Department (TMD) is on track to go-live.
- Key activities include:
 - The project is now at 13% completion.
 - Discovery sessions continue through mid-October.

VI. 2021 Fiscal Year-End Wrap Up Activities (Danette McWilliams)

- All fiscal year-end budgets are now complete.
- On-cycle payroll for September has been processed.
- Any remaining fiscal year-end SRs are expected to be completed no later than Oct. 27.

VII. 2021 Calendar Year-End Updates (Danette McWilliams)

- Agencies, please encourage all employees to go to the **Employee Self Service** landing page, choose **My Pay**, and select both the **W-2/W-2C Consent** and the **1095-C Consent** to receive these forms electronically.
- Employees also need to verify/update their home addresses to ensure all information is correct no later than Dec. 31.
- The weekend of Nov. 6, 2021, all agency calendar year-end SRs are set to be created.
- TAX900 out-of-balance reports are also being provided to those applicable agencies and issues must be rectified before December’s payroll.

VIII. Leave Pool Donation Tax Implications (SR 31734) (Stacey Minces and Hari Gopal)

- SR 31734 requests to provide a method to track tax liability associated with the donation of leave to a family leave pool for 941/W2 reporting purposes.
- Per House Bill 2063, 87R agencies are required to establish a family leave pool for employees to donate unused sick or vacation leave.
- Employees that have exhausted all accrued leave may withdraw leave from the family leave pool for several approved reasons.
- Paid leave is generally considered compensation by the IRS and the tax liability associated with it is the responsibility of the person that accrued it.
- The IRS guidance for Revenue Ruling 90-29 describes employers leave sharing programs for medical emergencies. In this case, the recipient of the leave from the pool is responsible for the tax liability and there is no tax liability for the donor.
- IRS private letter ruling 156244-06 WLI01 describes a modified leave plan that included reasons that were not considered medical emergencies. In the ruling, the IRS determined that the modified pool would not qualify as a medical emergency leave sharing program and that the donor employee would be responsible for the tax liability.
- Agencies are responsible for determining whether their family leave pool qualifies for the special tax treatment. It is the agency's responsibility to determine the proper tax treatment for both the donating employee and the recipient.
- Time and labor notes regarding the leave pool tax implications and time codes are provided for reference.
- Use the TX CPE Main page to retrieve or refund taxed owed for any leave pool donations. Use the CPE page for one-time transactions.

IX. Paysheet Manager – Break Fix (SR 24822) (Pawan Kapany)

- Deployment for this SR is set for Oct. 28. The fix to the paysheet manager enables the additional pays section to report BRP and LOG edits.

X. Upcoming HR/Payroll User Group Meeting

- Thursday, Nov. 18, 2021 — this is a combined User Group Meeting for both Financials and HR/Payroll and is also the last CAPPS User Group Meeting for the year.